

CITY OF BURBANK

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR FOR HOUSING & REDEVELOPMENT

DEFINITION

Under general administrative direction, to plan, organize, and direct the activities of the Burbank Redevelopment Agency and Housing Authority; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs, plans, and implements the activities of the Burbank Redevelopment Agency and the Burbank Housing Authority (Housing & Grants Division); coordinates and administers activities of redevelopment, real estate, economic development and affordable housing projects (Section 8, HOME, 20% Housing Set Aside), the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) program, and other assigned projects in accordance with local, state, and federal laws; develops and recommends goals and objectives relating to the Redevelopment Agency and Housing Authority; prepares status reports for Agency progress on Council work program; confers with superiors on policies, strategies, and programs relating to housing, redevelopment, and economic development activities. Negotiates, monitors, and ensures compliance with terms of applicable agreements on behalf of the Redevelopment Agency; implements economic development and capital improvement programs; prioritizes a wide variety and large volume of projects to ensure implementation and completion within prescribed time frame; provides assistance to developers of residential, office, commercial, and industrial projects in redevelopment areas; reviews progress of objectives with developers and City staff; coordinates the acquisition, rehabilitation, and construction of affordable housing; responsible for implementation of the Five Year Housing Plan; responsible for implementation of housing policy; coordinates applications for grants and loans from federal, state, and county levels of government relating to financing for affordable housing (Section 8 housing program, Community Development Block Grant (CDBG) and HOME program), redevelopment, economic development, and transportation activities; participates in development of proposed budgets; verifies expense eligibility and authorizes expenditures; makes a variety of public presentations; attends after hours meetings regularly; provides staff support for Boards, Commissions, and Committees as requested; may serve as acting Assistant Executive Director; supervises, trains, and evaluates employees from the Redevelopment Agency and Housing & Grants Division; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; conducts annual performance evaluations and makes recommendations in compliance with Memorandum of Understandings, Civil Service Rules, and local, state, and federal laws; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles of management; procedures and regulations concerning housing, economic development, and redevelopment programs; the theory, principles, and practices of governmental finance, planning, and real estate; California Redevelopment Law; federal regulations pertaining to Section 8, HOME and CDBG programs; the principles and practices of sound personnel management and supervision.
- Ability to - analyze organizational, financial, and administrative problems and develop effective solutions; communicate effectively both verbally and in writing; make effective oral presentations; establish and maintain effective working relationships with City officials, supervisors, fellow employees, developers, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major course work in public administration, planning, business administration, or related field and four years of progressively responsible administrative, management, affordable housing, and redevelopment experience; two years of the experience must be in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Master's degree is desirable.